

CHAPTER 7 COUNTY BOARD COMMITTEES

1-7-1: COMMITTEE STRUCTURE

- A. The County Board Chairperson shall be an ex officio member of every County Board Committee. He/she may be called to sit in with a particular Committee when requested by the Committee Chairperson, or in the absence or disability of such Committee Chairperson, by other members of the Committee. The County Board Chairperson may only vote on questions before a Committee when he/she is taking the place of a regular member of the Committee who is not in attendance. The quorum of a Committee will not be changed by reason of the County Board Chairperson being an ex officio member of the Committee. That is, a Committee consisting of three (3) regular members (plus the ex officio County Board Chairperson), will still require a quorum of two (2) and not three (3). (R6-3-4)
- B. All County Board Committees are to be composed of County Board members, unless otherwise established by Statute or County Board action.
- C. All Committees, both elected and appointed, shall elect from their members the Chairpersons of said Committees.
- D. The County Board Committee structure, and delineation of duties and responsibilities, are as set forth hereafter in this Chapter. (1982 Code)
- E. The Chairperson of the Board shall appoint all Committees of the Board except for the Highway Committee and the Personnel and Labor Relations Committee. The Chairperson may call on the Committee of Committees for their recommendations in the selection of the Committees. Any midterm vacancies occurring on Committees or Boards shall be filled by appointment of the County Board Chairperson within sixty (60) days of the vacancy occurring. (Ord. 84-0430, 4-18-84)

1-7-2: COMMITTEE OF COMMITTEES

This Committee shall be comprised of the Chairperson of the County Board and three (3) members of the County Board with no seniority considered. This Committee shall assist the County Board Chairperson in those duties and responsibilities as he/she may delegate from time to time. It shall be fully cognizant of all County affairs and encourage so far as possible proper coordination and cooperation between the various Committees, departments and agencies of the County so that high standards and good business practices will be observed and efficiency maintained within all County Committees, departments and agencies. This Committee shall evaluate and recommend uniform procedures and resolutions not covered by other Committees and shall resolve all important problems confronting the County, the responsibility of which is not thence specifically delegated elsewhere. (R2-4-81)

1-7-3: FINANCE AND ACCOUNTING COMMITTEE

- A. This Committee shall be comprised of the County Board Chairperson and the First Vice-Chairperson of the County Board, who shall be Chairperson of the Finance and Accounting Committee, plus three (3) County Board members. It shall be the duty of this Committee to prepare and present to the County Board at the annual session, the budget and tax levy, first in a temporary form, and finally in a complete form as changed during the County Board session. This Committee shall review, subject to State law and County Board policy, the

fiscal impact of any resolution, official report, financial statement or calculation. The Committee shall establish an official depository as per §1-11-1. The Committee shall, with the assistance from the Treasurer and County Clerk, determine the investments of County funds. (R2-4-81; amd. R6-3-84; Ord. 06-1001, 6/13/06)

- B. Upon request from the appropriate Committee subject to County Board policy, the Finance and Accounting Committee may transfer funds between budgeted items which have been separately appropriated and may supplement the appropriations for a particular office, department or activity by transfers from the contingent fund. Such transfer shall not exceed the amount set up in the contingent funds as adopted in the annual budget nor aggregate in the case of an individual office, department or activity in excess of ten percent (10%) of the funds originally provided for such office, department or activity in the annual budget. The publication provisions of §65.90(5)(a), Wis. Stats., shall apply to all Committee transfers from the contingent fund. (R2-4-81)

1-7-4: PERSONNEL AND LABOR RELATIONS COMMITTEE

This Committee shall be comprised of the Chairperson of the Highway Committee, the Chairperson of the Human Services Board, the Chairperson of the Pleasant View Nursing Home Committee, the Chairperson of the Law Enforcement Committee, the Chairperson of the Green County Board of Supervisors, the First Vice-Chairperson of the Green County Board of Supervisors, and one additional Supervisor to be appointed by the Chairperson of the Green County Board of Supervisors. In the event that there are duplications in the ex-officio membership of the Committee, the Green County Board Chairperson shall appoint additional at-large Supervisors to bring total Committee membership to seven (7). It shall be the duty of the Committee to recommend an annual wage and salary plan and to consider and review all other adjustments of salaries of County officers and employees and recommend the same to the County Board, unless otherwise provided. It shall have general supervision of all personnel policies of the County, including such things as sick leave, vacations, paid holidays and leaves of absence, and shall authorize the granting of merit increases.

It shall review requests for position reclassifications and make recommendations for addition or deletion of positions for departments of Green County. The Committee shall cooperate with department heads in the enforcement of County personnel policies. It shall conduct all labor negotiations and recommend results to the County Board. The Committee shall examine and investigate employee grievances and enforce necessary discipline in cooperation with department heads. It shall supervise and have charge of all employee insurance matters, such as medical, life and worker's compensation. It shall consider and make recommendations to the County Board regarding departmental organization, establishment, reorganization, and staffing levels. The Committee may delegate to one or more subcommittees created by it any of the aforementioned duties and responsibilities, such as the conducting of all labor negotiations. (R6-3-84, 6-13-84)

1-7-5: PROPERTY, PARKS AND INSURANCE COMMITTEE

- A. This Committee shall be comprised of five (5) County Board members. It shall be the duty of this Committee to take charge of the repairs and maintenance of all County buildings and grounds not specifically in charge of other officials, including County parks and green spaces. It shall also be the duty of this Committee to work on County conservation projects and to encourage conservation practices within and throughout the County. It shall be the duty of this Committee to consider, examine and report to the County Board, its findings in all matters of illegal assessments, tax titles and delinquent property tax land that may come before the Board for action, and to have jurisdiction over the acquisition, construction, remodeling, building allocation and sale of all County property, both real and personal,

except as pertains to highway and bridge construction and repair. It shall make recommendations to the County Board for emergency repairs or improvements that exceed five thousand dollars (\$5,000.00) as needed or requested for any of the County-owned buildings not under jurisdiction of any other Committees. (Ord. 08-0401, 4/15/08)

- B. It shall supervise and have charge over all County insurance except the County's health insurance and life insurance plans. (R2-4-81; Ord. 08-0401, 4/15/08)

1-7-6: AUDITING, BONDING AND CLAIMS COMMITTEE

This Committee shall be comprised of three (3) County Board members. It shall be the duty of this Committee to:

- A. Audit and allow or disallow all claims filed in the office of the County Clerk or referred to this Committee during a County Board session. (R2-4-81)
- B. Meet at least once a month.
- C. Confer with the Corporation Counsel and receive his/her opinion when the legality of any bill is in question, and investigate any claim in which there is any question or doubt.
- D. Determine the amount of bonds to be furnished by the different officers to the County and report on the sufficiency of such bonds, and their approval by this Committee. (Ord. 78-0310, 2-27-78)

1-7-7: EQUALIZATION OF ASSESSMENTS COMMITTEE

This Committee shall be comprised of seven (7) County Board members. It shall be the duty of this Committee to have supervision over and make an equalization of the assessments on all property in the County for taxes between the several towns, villages and cities of the County. This Committee shall make a detailed report thereof at the annual session of the Board. (Ord. 78-0310, 2-27-78)

1-7-8: HIGHWAY COMMITTEE

This Committee shall be comprised of five (5) County Board members. The members of this Committee shall be selected by the Chairperson of the County Board and shall be appointed to a two (2) year term commencing in April of each even-numbered year. It shall be the duty of this Committee to: (Ord. 03-1001, 10-21-03)

- A. Receive and make recommendations upon all highway matters referred to them during the sessions of this Board.
- B. Administer, in accordance with the duties as set forth by statutes, all matters with reference to the construction and maintenance of the highways and bridges of Green County.
- C. Make annual reports and recommendations to the County Board on their activities and to proceed in accordance with the laws of the State of Wisconsin all matters pertaining to their jurisdiction. The Highway Committee shall be responsible for its own buildings. (R6-2-81; amd. Ord. 83-0610, 6-14-83)
- D. Enter into contracts, unless the Committee determines that some other method would better serve the public interest, with the cities, villages, towns, and school districts within the County borders to enable the County to construct and maintain streets and highways within

such municipalities. To sell road building and maintenance supplies on an open account to any city, village, town or school district within the County. (Ord. 96-0630, 6-11-96)

1-7-9: HUMAN SERVICES BOARD

This Board shall be comprised of nine (9) members, six (6) of whom shall be County Board Supervisors, and the remaining (3) shall be citizen members who have demonstrated interest in the services provided through the Board. Each member shall serve for a term of three (3) years, and one-third (1/3) of the membership shall be appointed on April 21 of each year. The Board shall have duties, responsibilities, and authority as set forth in §46.23, Wis. Stats. It shall have general supervision over the operations and budgeting of the Human Services Department, which comprises the former Departments of Social Services, Unified Services and Commission on Aging. It shall be the responsibility of the Board to develop and make available to all Green County residents a comprehensive range of human services in an integrated and efficient manner. It shall utilize and expand existing governmental, voluntary and private community resources for the provision of services to prevent or ameliorate social, mental and physical disabilities. The six (6) primary areas of service to be provided in Green County are aging, alcohol and other drug abuse, developmental disabilities, economic assistance, mental health and social services. (R9-4-80, R2-3-81)

1-7-10: LAND AND WATER CONSERVATION COMMITTEE

This Committee shall be comprised of six (6) members, one of whom shall be the Chairperson of the Farm Service Agency Committee or other Farm Service Agency Committee member designated by the Chairperson of the Farm Service Agency Committee. The remaining five (5) members of the Committee shall be selected by the Chairperson of the County Board, and shall include at least two (2) County Board members who are members of the Agriculture and Extension Education Committee. It shall be the duty of this Committee:

- A. To perform the functions and exercise the powers as set forth in, §92.07, Wis. Stats.
- B. To employ and supervise County Land and Water Conservation staff, which shall be known as the Green County Land and Water Conservation Department, which said Department and staff shall be responsible for the administration of the County Land and Water Conservation Program, and which said Department and staff may exercise the powers granted to the Land and Water Conservation Committee.
- C. To exercise other functions and powers as set forth in Chapter 92, Wis. Stats., including the review and approval of land conservation plans as may be required for tax credit certification under the Farmland Preservation Program.

The County Board shall also appoint an advisory panel comprised of at least one representative designated from each of the following County Committees, each Committee designating its representative to said Advisory Committee: Highway Committee, Land Use and Zoning Committee and Property, Parks and Insurance Committee. In addition, the Land and Water Conservation Committee may invite any State, Federal or local agency with which the County or Committee has a memorandum of understanding to designate a representative to act in an advisory capacity to the Land and Water Conservation Committee. (Ord. 82-0720, 7-13-82; 06-0402, 4/18/06; Ord. 09-0301, 3/10/09)

The Chairperson of the Land and Water Conservation Committee is granted authority to sign documents and enter into agreements on behalf of the County, such as memoranda of

understanding, office space and equipment use agreements, cooperation agreements, etc., involving the routine operation and implementation of the programs and services for which the Land and Water Conservation Committee is responsible. (R9-1-82; Ord. 09-0301, 3/10/09)

1-7-11: LAW ENFORCEMENT COMMITTEE

This Committee shall be comprised of five (5) County Board members and shall have supervision over the Green County Sheriff's Department and over the Green County radio station KSB392. This Committee is authorized to draw up and enforce regulations for the efficient operation of this Department. It shall be the duty of this Committee to investigate and report on all sheriffs and deputies, witnesses, County and Circuit Court claims against Green County. This Committee shall have responsibility and jurisdiction of the Green County jail building.¹ This Committee shall coordinate the 911 Emergency Numbering System (ENS). (Ord. 78-0310, 2-27-78; amd. 12-15-78; R1-4-80)

1-7-12: VETERANS SERVICE OFFICE AND EMERGENCY MANAGEMENT COMMITTEE

This Committee shall be comprised of the County Board Chairperson, and three (3) County Board members. It shall be the duty of this Committee to meet with the Service Officer/Emergency Management Director and set up a recommended budget to be presented to the Finance and Accounting Committee for the needs of this Department. The Chairperson of the County Board shall be the Chairperson of the Emergency Management meetings. The Committee shall act in conjunction with the Emergency Management Director in case of disaster within the County or for other civil defense programs. (Ord. 88-0810, 8-9-88)

1-7-13: TOURISM COMMITTEE

This Committee shall be comprised of five (5) County Board members and two (2) citizen members. It shall be the duty of this Committee to market and promote Green County as a quality tourist destination. The Committee shall work closely with the County tourism industry as well as State, regional and interstate tourism organizations. (Ord. 95-0210, 2-14-95; Ord. 06-04-03, 4/18/06)

1-7-14: REAPPORTIONING COMMITTEE

This Committee is to be composed of the County Board Chairperson and five (5) County Board members.² (Ord. 78-0310, 2-27-78; R11-1-80)

1-7-15: LAND USE AND ZONING COMMITTEE

This Committee shall be comprised of five (5) County Board members. This Committee is to study the development of a zoning and/or land use program for Green County making specific recommendations to the Board for action. It shall be the duty of this Committee to inventory from time to time the industrial facilities of the County. Their actions should be guided by the State Legislative Committee on Industrial Development and from legislation resulting from their recommendations. Also this Committee is going to be cognizant of County resources and attempt to point the way in accelerating or developing their use. (Ord. 78-0310, 2-27-78; R3-5-8; R11-1-80)

¹See also Section 1-6-7 of this Code.

²See Section 1-5-1 of this Code for County Apportionment.

1-7-16: RESOLUTION, LEGISLATIVE, AND JUDICIAL COMMITTEE

- A. This Committee shall be comprised of three (3) County Board members. It shall be the duty of this Committee to look after and have charge of all miscellaneous matters, policies and legislation pertaining to the interest of the County. It shall keep the County Board advised and informed as to all pending legislation affecting County government and review all resolutions received from other counties for action, decision and referral to other standing Committees. This Committee shall recommend the standing rules of the County Board and recommend revisions of these rules when deemed advisable.
- B. This Committee shall have jurisdiction over all matters related to the judicial and legislative functions of County government as they apply to the respective departments and agencies of the County. (Ord. 78-0310, 2-27-78; R3-5-8; R11-1-80)

1-7-17: GREEN COUNTY HEALTH COMMITTEE

This Committee shall be comprised of five (5) or more members appointed by the Green County Board Chairperson, at least three (3) of whom shall be members of the Green County Board of Supervisors. Citizen members should be chosen from the medical and health related professions insofar as possible. This Committee shall have general supervision over the offices of the Public Health Nurse and the Home Nursing Care Service, as well as the duties set forth in Ch. 251, Wis. Stats. Generalized public health nursing or other public health programs are also under the supervision and direction of this Committee. (R6-3-84, 6-13-84)

1-7-18: HOUSING AUTHORITY

This Committee shall be comprised of the County Board Chairperson and five (5) citizen members. This Committee shall have the responsibilities and duties as set forth in §59.53(22), Wis. Stats., it relates to County Housing authorities. (Ord. 78-310, 2-27-78; R3-5-8; R11-1-80)

1-7-19: COUNTY TRAFFIC SAFETY COMMISSION¹

This Committee shall be comprised of those members and assume those duties and responsibilities as set forth in §83.013, Wis. Stats., and in Chapter 8A of this Title, as they pertain to this Committee. (Ord. 78-0310, 2-27-78; R3-5-8; R11-1-80)

1-7-20: EMERGENCY MEDICAL SERVICE COMMISSION²

Members shall be appointed annually by the County Board on recommendation of the Commission. The Commission shall be comprised of three (3) County Board members plus citizen members who shall represent at least each ambulance service, each first response team, St. Clare Hospital, physicians, Green County Community Health Nursing Service, Emergency Government Director, Green County Sheriff's Department and the Chairperson of the EMS Training Committee. (Ord. 78-0310, 2-27-78; R3-5-8; R11-1-80)

1-7-21: REPEALED AND RESERVED FOR FUTURE USE (Ord. 08-0401, 4/15/08)

¹See Chapter 8A of this Title and Title 8 of this Code.

²See Chapter 8A of this Title.

1-7-22: BOARD OF ADJUSTMENTS

- A. This Board shall be comprised of five (5) members to be appointed by the Chairperson of the County Board with the approval of the County Board. The members must live outside the limits of incorporated villages or cities in Green County; provided however, that no two (2) members shall reside in the same town. One member may be a member of the County Board.
- B. In addition to the five members appointed by the Chairperson of the County Board, the Chairperson shall further appoint two alternate members of the Board of Adjustment to staggered three year terms, subject to the approval of the Green County Board. Each year, the Chairperson of the County Board shall designate one of the alternate members as the first alternate and the other as the second alternate. The first alternate shall act with full power, only when a member of the Board of Adjustment refuses to vote because of a conflict of interest or when a member is absent. The second alternate shall act only when the first alternate refuses to vote because of a conflict of interest or is absent or if more than one member of the Board of Adjustment refuses to vote because of a conflict of interest or is absent.
- C. The Board shall assume those duties and responsibilities as set forth in §59.694, Wis. Stats. (Ord. 78-0310, 2-27-78) (Ord. 99-0701, 7-13-99)

1-7-23: PLEASANT VIEW NURSING HOME COMMITTEE

This Committee shall be comprised of five (5) County Board members. This Committee shall be a policy-making body determining the broad outlines and principles governing the administration of nursing home services provided at the Pleasant View Nursing Home. This Committee shall review policy issues relating to the Pleasant View Nursing Home and advise and recommend appropriate policy goals and legislative action to be taken by the County Board. (Ord. 09-0502; 05/12/2009)

1-7-24: GREEN COUNTY LIBRARY BOARD

This Board shall be comprised of seven (7) members, consisting of one County Board member and six (6) citizen members. It shall be the duty of this Committee to have charge of all matters pertaining to the public library system within Green County and the South Central Library System as required, all in accordance with §43.57 and §43.58, Wis. Stats. Members of this Board shall also serve as Green County representatives on the South Central Library System. (Ord. 83-0820, 8-9-83)

1-7-25: AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

This Committee shall be comprised of five (5) County Board members, one of whom shall be the County Board Chairperson. This Committee shall perform the functions and exercise the powers as set forth in §59.56(3), Wis. Stats. Its duties shall include:

- A. Have charge of all agriculture and extension education related matters within the County and shall act with the University of Wisconsin-Extension Agents in all matters pertaining to the County Agriculture, 4-H and Youth Development and Family Living Educational Programs.
- B. Hire, supervise, and evaluate County UWEX Agents.

- C. Audit and allow all bills originating in and for UWEX and agricultural related purposes in the County. (Ord. 82-0720, 7-13-82)

1-7-26: SOLID WASTE MANAGEMENT BOARD

This Board shall be comprised of nine (9) members as follows: five (5) members of the Green County Board of Supervisors and four (4) citizen members having recognized ability and demonstrated interest in the problems of solid waste management. The five (5) County Board Supervisors may be from any municipality, but the four (4) citizen members shall be appointed from municipalities which use the Green County Municipal Landfill site. The term of office of any member of the Board shall be three (3) years, with the first members appointed pursuant to §59.70(2), Wis. Stats.¹ The Green County Solid Waste Management Board shall have the duties and responsibilities as set forth in §59.70(2), Wis. Stats., and as set forth in Title 2 Chapter 13 of the Green County Code. (Ord. 83-0610, 6-14-83)

1-7-27: LONG-TERM SUPPORT PLANNING COMMITTEE

This Committee shall be comprised of at least eleven (11) members, appointed by the Green County Board of Supervisors, to include at a minimum the following representatives: at least five (5) persons receiving long-term community support services, each of whom represent one of the following groups: elderly persons, physically disabled persons, developmentally disabled persons, chronically mentally ill persons and chemically dependent persons; two (2) elected County officials; one County health representative; one representative of the Green County Department of Human Services with background and training in the area of social services or public welfare; one representative of the Department of Human Services with background or training in the areas of mental health or alcohol and other drug abuse; and one representative of the Department of Human Services with background or training in the area of aging services. If practicable, the County Board shall select a physically disabled person as one of the members of the Planning Committee. The duties of this Committee shall include the development of a Community Options Plan as an addendum to the coordinated plan and budget for Green County Human Services. This Committee shall also recommend procedures and phases for gradual implementation of §46.27, Wis. Stats., in Green County, in accordance with guidelines and criteria developed by the Department of Health and Social Services. The Committee shall also review and make recommendations to the Green County Board of Supervisors regarding the County's Community Options Plan and participating in the program. The Committee shall also make recommendations to the Green County Board of Supervisors in order to insure that the program uses existing County resources and personnel to the greatest extent practicable, and enhances the effectiveness of discharge planning from hospitals. (R7-2-84)

¹Terms of office are presently on three-year staggered terms expiring August 10 of each year. The Board is being requested to extend all terms to April 21 of each year to be consistent with other Committees and in conjunction with County organizational sessions. 1985 terms to extend to April 21, 1986; 1986 terms to extend to April 21, 1987 and 1987 terms to extend to April 21, 1988.

1-7-28: LOCAL EMERGENCY PLANNING COMMITTEE¹

- A. The County Board Chairperson shall make membership recommendations to the State Emergency Response Commission. Amendments to the Local Emergency Planning Committee shall be made by the State Emergency Response Commission under 42 USC 11001(301).
- B. One member of the Committee shall be the County Board Chairperson. As required by the State Emergency Response Commission, the Emergency Management Director shall be a member. There shall also be at least one representative from each of the following groups: law enforcement; fire service; emergency medical service; area medical community; community group; environmental group; and the media. The Committee shall also have at least two (2) representatives from facilities subject to the emergency planning and community right-to-know legislation, and at least one elected official.
- C. Citizen members shall receive no compensation or mileage allowance or reimbursement for attendance at regular meetings, but would qualify for expense reimbursement for attending special seminars and/or conventions. Green County Board members shall receive the same per diem for attendance as other County bodies and the same mileage and expense allowance.
- D. The Green County Department of Emergency Management shall provide such staff assistance as may be required to carry out the functions of the Local Emergency Planning Committee.
- E. The Local Emergency Planning Committee is authorized to apply for emergency planning grants for reimbursement of expenses. Such reimbursements shall be administered by the Department of Emergency management in a separate cost account division.
- F. The Local Emergency Planning Committee shall develop a comprehensive hazardous materials response plan. The Committee shall make recommendations and advise the Green County Emergency Management Committee and the Green County Board of Supervisors on matters pertaining to emergency planning, including revision of the Green County emergency management plan. (Ord. 88-0810, 8-9-88)

1-7-29: LAND INFORMATION COMMITTEE

This Committee shall be comprised of five (5) County Board members. It shall be the duty of this Committee to develop a County-wide plan for land records modernization and to review and recommend projects from local government units for grants from the Wisconsin Land Information Board for projects such as optical imaging, digital orthophotograph, parcel identification numbering and/or any other projects which would benefit all County offices, municipalities, businesses, utilities and the general public. (Ord. 95-0230, 2-14-95; Ord. 05-1001, 10-18-05)

¹Powers and duties established under 42 USC 11050 and WSA §59.54(8), §166.20 and §166.21.